

## 2013 FILING SCHEDULE

### For Municipal Candidates in the June Election

MUNICIPAL ELECTION: JUNE 11, 2013

REQUIRED REPORT	FILING DEADLINE (BY CLOSE OF BUSINESS)	REPORT PERIOD
11-Day Pre-Election	May 31, 2013	Beginning of campaign – May 28, 2013
42-Day Post-Election	July 23, 2013	May 29, 2013 – July 16, 2013

#### ADDITIONAL REPORTS THAT MAY BE REQUIRED:

Pre-Election Semiannual Reports	Any candidate collecting or spending <u>more than \$500</u> in the calendar year proceeding the year of the election must file one or two pre-election semiannual reports. Please check with the Clerk's Office to determine if and when semiannual reports are required.
Post-Election Semiannual Reports	Any candidate reporting a cash balance, outstanding loan balance, and/or unpaid debt/obligation of more than \$100 on the 42-Day Post-Election Report are required to file Post-Election Semiannual Reports every six months until the cash, loan and/or debt balances are \$100 or less. Once these balances are \$100 or less, the campaign is considered "closed out" and no additional reports are required. Please check with the Clerk's Office to obtain semiannual report forms, the filing schedule, and information on how to close out your campaign.

REQUIRED REPORT: 24-HOUR REPORT	WHAT TO REPORT	WHEN TO FILE THE REPORT
May 29, 2013 Through June 10, 2013	Any single <u>contribution</u> of \$1,000 or more. Loans are considered contributions under Maine Election Law.  Any single <u>expenditure</u> of \$1,000 or more.  Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time an order is placed or obligation are made.	Within 24 hours, including Saturdays and Sundays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order.

#### FILING PROCEDURES

*Filing Campaign Finance Reports on Paper.* Each original campaign finance report signed by the candidate and/or treasurer must be properly filed with the Clerk's Office by the filing deadline, except in two circumstances. A properly signed report may be faxed to the Clerk's Office at the number above by the close of business on the deadline, provided that the Clerk's Office receives the original report within five calendar days. A report mailed to the Clerk's Office by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Staff in the Clerk's Office will be available until the close of business on the filing deadlines to offer assistance to candidates and treasurers.